<div align="center">

7th Annual Gulf States LECC-VW Conference
Strength in Unity
Bringing Law Enforcement and Victim Services Together
July 12-14, 2006
Renaissance Dallas Hotel, Dallas, Texas

No-Show Policy
Terms & Conditions

</div>

The Gulf States Planning Committee is implementing this policy in an effort to reduce the no-show rate and curtail conference expenses. This strategy will facilitate an accurate count of individuals who will be attending the conference. Please understand the rationale and basis for this and assist us in providing attendees with a good conference experience.

Any agency that has an individual who registers and does not attend, and a replacement is not provided, will be billed $50.00 to cover the expenses incurred. This fine cannot be paid from any federal grant source as fines and fees are prohibited from use for this purpose by the federal government and its agencies. If the fine is not paid, the agency will be barred from participating in any future conference until the matter is resolved.

Please indicate if you will not be attending the reception below. Because of the food costs for these events, we request the indication of your attendance so that we can order the appropriate quantity of food**. Even though there is no cost to you**, please realize that we are obligated to the hotel for the requested number servings three weeks prior to the event.

Cancellation & Substitution Policy
As previously stated, we are requiring advance notification of all cancellations and/or substitutions. Substitutions are acceptable. No fine will be levied against an agency that sends a substitute attendee if the registered attendee is unable to participate. Your cooperation is appreciated as we strive to keep our conferences at a no-cost rate for attendees. **Please complete and return with your registration form.**

❑ **I understand and accept the requirements of the No-Show Policy.**

❑ **I will be attending the conference networking reception at the Renaissance Dallas Hotel, Wednesday, July 12, 2006, 5:00 - 7:00 PM.**

_____   _____

Signature   **Date**